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MEMORANDUM FOR: All Employees

SUBJECT: Creation of a Language Specialists Roster

1. The global mission of the Central Intelligence Agency requires personnel competent in the many languages spoken throughout the world. The Office of Training is charged with providing language training responsive to the needs of this Agency.

2. In the past, difficulty has been experienced in meeting training requirements for many of the unusual languages with the present OTR instructor staff and at external training facilities. Because of security considerations, it is frequently impractical to attempt the development of special language programs at language schools not under Agency control. The obvious alternative is to meet such requirements internally by using the extensive linguistic talents existing within the Agency.

3. Agency employees possessing linguistic capabilities are invited to express their interest in participating in the conduct of language training programs by completing an Office of Training Language Specialists Roster Form. Copies of this Form may be obtained from office or staff training liaison officers, or by telephoning extension 8021. Completed Forms should be forwarded to the Office of Training, attention room 2129, "I" Building, through the appropriate Training Liaison Officer.

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4. Personnel who have indicated interest in this program may be invited to participate as requirements for their linguistic skills develop. Participation at any given time will be entirely voluntary and will be subject to approval of the appropriate supervisor if teaching is done during normal duty hours. For those who instruct after-duty hours, compensation will be paid at the rate of \$5.00 an hour. In either situation the instructor may be called upon to provide tutorial or group instruction.

L. K. WHITE
Acting Deputy Director
(Administration)

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